

2025 TEACHER DIARY ORDER FORM

Teacher's Professional Diary® CUSTOMISED

To include your custom teacher diaries in our 2025 print run, please place your official school order by **MONDAY 29 JULY 2024**

1 YOUR DETAILS

School _____ School Contact _____
Address _____
Suburb _____ State _____ Postcode _____
Phone _____ Fax _____ Email _____
Accounts Payable Email _____

2 YOUR ORDER

Diary Quantity* _____ School Purchase Order No. _____ Quoted Unit Price \$ _____ Please attach quote to this order form.

*Please note that orders for additional diaries received after artwork approval may incur added charges, so please ensure your order quantity allows for extra enrolments.

3 YOUR ORDER REQUIREMENTS (please fill in one order form for each diary)

We want to use our previous diary specifications with 2025 text alterations. Complete Delivery Requirements section only.

A COVER TYPE

Full-colour Artboard

Cover quantity _____

Option A

Template design no. _____

School colours* _____

Option B

Designed by school, supplied as press-ready artwork

Option C

Fully customised design by Createl Publishing (charges may apply)

*Metallic colours such as gold and silver cannot be replicated on full-colour covers.

Screen Printed Polypropylene

Cover quantity _____

Template design no. _____

Poly colour _____

Ink colours _____

Foil Print Siena Covers

Cover quantity^ _____

Cover colour _____

^ Small print runs only, maximum 20 covers.

Digital foil printing is used to reproduce text with a metallic effect. Text of up to 30 characters (two lines) is allowed, printed in Gill Sans MT using either silver (default) or gold foil.

Your logo can be printed to a maximum H50mm x W60mm. Foil printing can contain some variations in the finish.

Classic Series Covers & Binders with Embossing

Cover quantity _____

Cover colour _____

Embossed colour _____

Binder quantity _____

Binder colour _____

Embossed colour _____

Sorrento Series Covers and Binders

Cover quantity _____

Cover colour _____

Ink colour* _____

Embossed colour _____

Binder quantity _____

Binder colour _____

Ink colour* _____

Embossed colour _____

*One colour print is included. Additional charges apply for additional ink colours.

PVC Jacket

Cover quantity _____

PVC colour _____

Ink colours _____

B CUSTOM PAGES

Pages to be in increments of 4

Front section

☐ Colour OR ☐ Black & white

Number of pages _____

Back section

☐ Colour OR ☐ Black & white

Number of pages _____

Please email all text, and any artwork, images and logos to customtpd@createl.com.au. Text to be supplied in a Word document, and artwork, logos and photos to be supplied in high resolution JPG, TIF or EPS format.

4 YOUR DELIVERY REQUIREMENTS



PLEASE SELECT PREFERRED DELIVERY

Term 4 2024^ (Submit text/artwork by 30 August 2024)

Term 1 2025 (Submit text/artwork by 30 September 2024)

Later delivery date _____

(Submit text/artwork by 4 October 2024)

*Please note, staff must be available to accept delivery of the order during business hours. We cannot guarantee an exact delivery time.

^Term 4 delivery by week beginning 27 November 2024



SCHOOL DELIVERY DATES

School closes for delivery in 2024 on _____ / _____ / 2024

School re-opens for delivery in 2025 on _____ / _____ / 2025

SCHOOL DELIVERY ADDRESS

Please provide a street address as we cannot deliver to PO Box addresses.

School _____

Address _____

5 SPECIAL REQUIREMENTS

6 TERMS & CONDITIONS AND SUBMIT FORM

I have read and accept the Terms and Conditions



ABN 85 066 657 547

By placing your order, you agree to the following Terms & Conditions: 1. We cannot accept purchase orders without a completed order form. 2. All completed order forms must have an attached official school purchase order. 3. Whilst we make every effort to ensure all diaries are free from error, Createl Publishing is not liable for errors resulting from inadequate school proofing or material inadequately submitted. 4. All diaries are dated material and therefore cannot be returned. 5. Defective diaries, not due to shipping damage, must be reported to Createl Publishing within 90 days of the shipping date and Createl Publishing reserves the right to repair, replace or credit any defective diaries. 6. Printing will commence upon receipt of a 30% pre-press deposit. Final invoice is to be paid within 30 days of the shipping date. 7. Quoted price is based on AUD currency and does not include freight. Standard freight charges apply. 8. If an order is cancelled, the customer will be liable for any actual costs that have been incurred in the preparation or production of the order. Any deposits paid shall be forfeited. 9. All conversations, representations and statements not embodied in quotation or invoicing or not confirmed in writing by Createl Publishing are expressly excluded and shall not be deemed to be part of any quotation, invoice, order or contract, or to have induced the order or to have any legal effect whatsoever. 10. Createl Publishing reserves the right to vary these terms and conditions of sale without notice. The terms and conditions are to be subject to the provision of any relevant legislation, including but not limited to the Trade Practices Act 1974.